



## City of Norfolk Commercial Plan Review Checklist.

The following is a checklist of items that must be indicated on commercial plans. The list is not an all-exhaustive list and does not take the place of the International Building Code 2003. This is simply a guideline indicating information typically absent from plans submitted for plan review. It is not a substitute for, nor does it include everything indicated on a complete set of building plans. Checking your set of plans against this list of commonly omitted items will help expedite the plan review process.

### I. General Requirements:

- 2 sets of construction plans
- 2 sets of site plans for new structures or additions

Plans must either bear the seal of an Architect or Engineer licensed in the state of Virginia, or be signed by the individual responsible for the design including his/her occupation and address, per title 54 Code of Virginia.

Identify:

- ❖ Use group as defined by the International Building Code, Section 302.1
- ❖ Construction type as defined by the International Building Code,
  - Section 602.1
- ❖ Complete scope of work (Indicate on cover sheet the code(s) and their edition that are being used to design this project).
- ❖ Room or space for its intended use
- ❖ Provide occupant load calculation for each room or space according to Section 1004.1 IBC.
- ❖ A wall section showing materials used
- ❖ A legend to identify all new and existing walls

### IF CORRECTIONS TO PLANS ARE NECESSARY, 2 SETS OF PLANS REFLECTING THOSE CORRECTIONS ARE REQUIRED

### II. New Construction, Additions, and change in use and occupancy

The site plan must show:

- ❖ Location of the proposed building
- ❖ Dimensions from the building to the property line
- ❖ The finished floor elevation if the building is in a flood hazard zone
- ❖ All parking spaces including size and maneuvering area

\*If the property falls within the Chesapeake Bay Preservation Area, a review from the Division of Environmental Services will be required

\*If the new building or additions exceeds 2500 square feet, Site Plan Review is required.  
**The Sections and Chapters listed below are found in the International Building Code 2003**

- Show compliance with section 503 for height and area limitations. Include increases allowed by sections 504 and 506 if needed
- Unlimited areas? Section 507
- Show compliance with section 602 for exterior wall fire resistance ratings
- Mezzanines must comply with section 505
- Mezzanines shall not exceed one third of the open area below
- All walls, floor, columns and roof assemblies must comply with Table 601 for fire resistance ratings
- Show stair and guardrail details. (risers, tread, handrail, and guardrail height, including baluster spacing) Sections 1003.2, 1003.3.3.3 & 1009.
- All atriums shall have an approved fire suppression system installed and all connecting areas shall be sprinklered or separated by fire separation assemblies conforming to Table 601 and section 404
- All stairways, shafts, and elevator hoist ways shall be enclosed in fire separation walls as required by section 707.
- All corridors serving as exit access shall be enclosed in fire separation walls complying with Table 1016.1.
- Provide the number of exits according to the provisions of Section 1005 IBC.
- Provide exit width as required by Section 1003.2.3 IBC.
- Exit doors must swing in the direction of travel if occupant load is greater than 50, per Section 1008.1.1 IBC.
- Exit doors shall be operable from the inside without the use of a key, special knowledge or effort, per Section 1008.1.8 IBC. Manually operated flush bolt locks or surface bolts are prohibited.
- Exit doors shall be a minimum of 32 inches in width and 80 inches in height, per Section 1008.1.1 IBC.
- All egress doors shall be side hinged swinging type and shall have a minimum clear opening of not less than 32 inches. In the case of double leaf doorways, at least one leaf shall have the 32-inch clear opening. All doors shall swing in the direction of egress and two exits are required when serving an occupant load of 50 or more persons. Sections 1008.1.1 & 1008.12.
- If more than one exit is required then exit lights are required as per Section 1011 and emergency lights are required as per section 1006
- Dead end corridors shall not exceed 20 feet. Section 1016.3
- All glazing must comply with chapter 24. Glazing in specific hazardous locations must either be safety glazing or Tempered glass complying with section 2406.3.

- The Building structural design must comply with Table 1607.1 for live loads, and 1609 for wind loads. **(The minimum wind load for Norfolk, Virginia is 100 M.P.H.)**
- All new construction must comply with Chapter 11 IBC and ANSI 117.1 (1998 edition) for accessibility.
- Show accessible route of travel throughout building as required, by Section 1104 IBC.
- Show that signs are provided at accessible entrances, parking zones, and other locations as required, by Section 1110.1 IBC.
- Show that any special occupancy requirements are provided according to the provisions of Section 1107.
- Show facility accessibility is provided for all facilities as outlines in Section 1109, including showers, toilets, lavatories, mirrors, towel fixtures, elevators, platform lifts, water fountains, telephones, kitchens, recreation facilities, fixed or built-in seating or tables, storage facilities, customer service facilities, counters and windows, shelving and display, check out aisles, food service lines, controls, operating mechanism and hardware and alarms.
- Show wheelchair turning spaces, unobstructed floor space, approach, knee and toe clearance, forward reach, side reach, controls and hardware, height, slope, protruding objects, ground and floor surface treatments, curb ramps, required width and landings as required by Chapter 4 ANSI 117.1.
- Show compliance with stairway and ramp requirements such as nosing, handrails, open risers, slope and rise, landings, carpeting, grates and outdoor conditions according to Section 405 ANSI 117.1.
- The plumbing fixture count must comply with the International Plumbing Code 2003 and Table 2902.1 IBC.
- Special Inspections shall be required as per section 1704
- All buildings and structures erected in areas prone to flooding shall be constructed and elevated as required by the provisions of section 1612
- If the building is required to be sprinklered by section 504 or 506 for allowed increases or by section 903, then note on the plans that the building is to be fully sprinklered, specify the type of sprinkler system that is to be installed.
- Provide UL numbers and details for all walls, floors, roofs, stairways, shafts and other structural elements required to have a fire resistance rating.
- Calculations must be provided for buildings with multiple uses to show if a building with multiple uses is required to be separated as a mixed use or non-separated. Section 302.
- Show compliance with Table 302.1.1 for specific occupancy areas.

### **III. Alterations to an existing building which do not enlarge the foot print of the building. ( non-change in use)**

**All items identified in the general requirements on page 1 apply**

- Show compliance with section 1103.2.2 and 3409 for accessibility upgrades
- All materials used must comply with Table 602 and Chapter 7
- Show exit lights as per section 1006 and emergency lights as per section 1006.3 if more than one exit is required by section 1011
- Provide a door schedule for all new and relocated doors. Comply with Section 1008.1.1 for minimum size, and Section 1008.1.2 for door swing.
- If walls, floors, shafts, stairways or other structural elements are required to be fire rated, then provide a UL number and a detail
- Show compliance with table 302.1.1 for specific occupancy areas
- Provide calculations to determine when a mixed use building must be separated or non-separated per Section 302
- If plans are for a restaurant, barber or beauty shop, day care and similar uses, approval from the Health Department is required. They may be reached at 683-2712

#### **RE-SUBMITTAL**

If plans are removed from the office for corrections, it is very important that the original permit application is returned with the corrected plans.

**ALL RE-SUBMITTED PLANS MUST HAVE A PLANS CORRECTION RE-SUBMITTAL FORM TO ACCOMPANY THE REVISED PLANS.**